



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 040**

**Date: August 21, 2015**

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER**

**SUBJECT: PUBLIC HEALTH ADMINISTRATIVE MANAGEMENT  
SPECIALIST**

Interested candidates are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** **Public Health Administrative Management Specialist**

**OPEN TO:** **ALL INTERESTED CANDIDATES**

**GRADE LEVEL:** **FSN-09, FP-05\* (Full Performance Level)**

**WORK HOURS:** **Full Time, 40 hours per week**

**POSITION TYPE:** **Permanent**

**OFFICE LOCATION:** **Centers for Disease Control and Prevention (CDC)**

**OPENING DATE:** **Immediate**

**DEADLINE:** **September 6, 2015 at 6 P.M. Kyiv Time**

*\*FP –05 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

**ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

### **BASIC FUNCTION OF POSITION:**

A job holder reports to the cooperative agreement Project Officer (Deputy Country Director) and is a senior specialist responsible for oversight at the post level of the administrative aspects of the agency's cooperative agreements and contracts portfolio, including memoranda of agreement/understanding (MOA/MOU) with implementing partners and the Government of Ukraine. Job holder serves as a key advisor to the Country Director and Deputy Director on cooperative agreement issues such as reporting compliance, adherence to US regulations, and funding accountability.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

At minimum a Bachelor's degree or host country equivalent in public or business administration, management, accounting, finance, public health (or related behavioral science), or international development is required.

#### **WORK EXPERIENCE:**

Five years of progressively responsible administrative management or project oversight experience in a public health organization, NGO, financial organization, or international development program that includes project management and/or administrative management of acquisitions, grants, budgets, contracts or cooperative agreement, files management, and customer service.

#### **LANGUAGE:**

Level III (good working knowledge in speaking/reading/writing) in English;  
Level IV in Ukrainian or Russian (fluency in speaking/reading/writing).

#### **KNOWLEDGE:**

A detailed knowledge of overall project management principles, guidelines and procedures related to the administration of grants or cooperative agreements, as well as related management, monitoring, reporting, audit and accounting requirements. The job holder must also have a detailed knowledge of the host country operational environment and legislation.

#### **SKILLS AND ABILITIES:**

Good communication skills, both oral and written, to include ability to write clear and concise documents, reports, program and policy guidelines and ability to deliver oral presentations. Excellent inter-personal skills. Demonstrated ability to multi-task in a highly-detailed work environment/ Ability to access problems and develop realistic solutions. Ability to plan and monitor budget expenditures. Keyboarding skills that include both speed and accuracy. A facility to work with higher mathematical calculations.

### APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **September 6, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

### ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.